



**2022 MUNICIPAL ELECTION  
TOWN OF HALTON HILLS  
ACCESSIBILITY PLAN – Final Report**

# **2022 Municipal Election – Town of Halton Hills Accessibility Plan – Final Report**

## **OVERVIEW**

The Municipal Elections Act, 1996 (MEA) requires that a clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities in accordance with MEA, s.12.1 and in establishing locations of voting places, the clerk will ensure that each voting place is accessible to electors with disabilities in accordance with MEA s.45(2).

The Town of Halton Hills Election Team is committed to ensuring that every elector and candidate is provided with the opportunity to participate and vote in the 2022 Municipal Election.

## **Accessibility Plan**

The following was prepared in accordance with MEA, s.12.1 (2), which states that before voting day, the clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities. The plan attached was updated to include actions taken and status of actions in accordance with MEA s.12.1 (3), which states that the clerk must prepare a report within 90 days after voting day in a regular election, a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and will make the report available to the public. This Report highlights the goals of the Plan, the actions taken and the status of the goals and actions.

GOAL	ACTION	<b>STATUS</b> A = Achieved PA = Partially Achieved NA = Achieved
Assess accessibility initiatives and feedback from past elections to identify issues and recommendations for improvement. Use this information to develop the 2022 Election Accessibility Plan	Utilized prior Accessibility Initiatives from 2018 Municipal Election and adjusted them to meet 2022 standards	A
Ensure that the election webpage and web content meet WCAG 2.0 Level AA compliance.	Contacted Web Master and confirmed that we were achieving this with our current processes	A
Develop Communications that highlight the voting options available to electors with disabilities.	Worked with communications to ensure we were leveraging all potential advertising and communication resources, including the Town's Website, social media, Local Media our own Media/Advertising boards at Facilities and even ActiVan Bus advertising	A
Post all election related information to the town website and use social media to keep the public informed	The Election Team kept the Town's website up to date with all Election related information	A
Ensure that election information is available in plain language, with a minimum font size of Arial 12 or equivalent.	The Town of Halton Hills endeavours to have all materials in plain language and a minimum font of Arial 12 especially for the Municipal Election	A

GOAL	ACTION	<b>STATUS</b> A = Achieved PA = Partially Achieved NA = Achieved
Set up a process to facilitate notification of any-last minute voting location changes, should an emergency occur	The Election Team were prepared to use the signage, the Town's website, media blasts and social media to keep the public informed should an emergency occur	A
Provide links on the town website to the Candidates Guide to Accessible Elections and provide a copy of this guide to all candidates.	The Election Team had these links and documents on the Town's Election Pages and provided them to candidates in their package and via email upon request	A
Ensure effective placement of election information and signage at each voting location.	The Election Team reviewed the locations and ensured ample signage was available for placement by the voting location staff as well as at certain locations also acquired additional signage as required	A
Endeavour to have all election locations be one entrance for all (accessible entrance) if not possible ensure the location of the accessible entrance is clearly identified.	The Election Team ensured that all locations were accessible and where an alternate entrance may have been needed provided additional signage	A
Make appropriate modification to each location as informed by site visit. For example, use of greeter, doors propped open, added seating, temporary threshold ramp, temporary accessible parking, etc.	In the location selection and review stage the Election Team reviewed all these things and ensured that each location was equipped with any additional supplies, or any modifications were made prior to election day	A

GOAL	ACTION	<b>STATUS</b> A = Achieved PA = Partially Achieved NA = Achieved
Ensure designated or reserved parking for persons with disabilities at each location.	Every location was vetted prior to selection to ensure that there were accessible spaces	A
Provide supplies to enable voting for electors who are blind or partially sighted.	Voting location supply kits were equipped with magnifier sheets and flashlights on Election Day and Accessible voting devices were provided at the in person advance polls and the option to vote on-line was also available	A
Permit service animals and support persons in all voting locations.	Service Animals and Support persons were permitted and welcomed at all voting locations	A
Provide on-line voting for advance voting to increase accessibility	On-line voting was available for over 2 weeks – 24 hours a day	A
Provide on-line voting kiosks during the advance voting period to assist electors with the on-line voting process	The Election Team provided 4 days of in person on-line voting assistance at two different locations in the two weeks prior to Election Day	A
Engage in Community Outreach to promote on-line voting at youth centres, seniors' centres and libraries	The Election Team attended the youth centres, seniors' centres and libraries prior to the opening of on-line voting to promote on-line voting	A

GOAL	ACTION	<b>STATUS</b> A = Achieved PA = Partially Achieved NA = Achieved
Provide fully accessible voting at advance poll locations as well as 'vote anywhere' at advance poll locations for flexibility and enhanced accessibility.	On top of on-line voting the Election Team provided two in person advance voting days with fully accessible voting equipment for all electors	A
Establish a "Vote Anywhere in your Ward" model on election day to provide flexibility for voters and enhance accessibility.	Election Day was 'Vote Anywhere in your Ward'	A
In accordance with section 45(7) of the MEA, provide voting opportunities at institutions and retirement homes.	In accordance with section 45(7) of the MEA Election staff attended each of the institutions and retirement homes during the advance voting period to provide voting opportunities	A
Provide an accessibility component to election staff training to ensure election staff can assist persons with disabilities at all voting locations.	The Election Team held training sessions and provided a handbook for all election staff that included an accessibility component	A
Alternatively, a designated support person or friend of the voter will be administered an oath of secrecy and confidentiality prior to aiding in the voting process	Election staff issued oaths to support persons, friends and family members or in some instances to other election staff to act as support person or friends to assist in the process.	A

GOAL	ACTION	<b>STATUS</b> A = Achieved PA = Partially Achieved NA = Achieved
Ensure election staff have the information and tools they require to monitor the voting location and identify and respond to individual elector needs.	The Election Team provided training and training manuals and were available to assist election staff throughout the election process to ensure all election staff could identify and respond to individual elector needs.	<b>A</b>
Ensure election staff monitor the entrance doors at voting locations to identify any barriers to entry.	There was a greeter and a poll manager at each voting location to monitor entrances for barriers and correct any potential issues	<b>A</b>

## Accessibility Report

This report was prepared in accordance with MEA s.12.1 (3), which states that the clerk must prepare a report within 90 days after voting day in a regular election, a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and will make the report available to the public. This report will be used to evaluate the effectiveness of accessibility initiatives as they relate to communication, voting and training.